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SECTION III: MANAGEMENT OF STAFF PERSONNEL

17. ASSIGNMENT POLICY

a. GENERAL

(1) The paramount consideration in determining assignments of personnel shall be the needs of the Agency. Due consideration shall be given to the career interests and the personal circumstances of the individual, but these must be subordinated to Agency requirements for his services in a particular assignment.

(2) Ordinarily, the best qualified employee available will be selected for a given assignment. However, employees and supervisors must recognize that an important factor in making assignments is the improvement of the professional competence of the Agency, and that on occasion selections will be made primarily to afford an employee a developmental opportunity commensurate with his potential and career goals.

(3) Assignments will normally be made to a position at the employee's grade. However, an employee may be assigned to a position of lower or higher grade under the circumstances outlined in subparagraph d or e below.

(4) Employees in training or developmental activities or who for other reasons are not expected to perform the duties of some staffing complement position are to be assigned to development complement status as prescribed [redacted] 25X1

b. RECORD OF ASSIGNMENT. The official record of an employee's current assignment identifies him with an authorized position or shows him to be in a development complement status.

(1) An employee's official assignment to an authorized (planned) position means that he is:

(a) Performing at his grade level the type of duties which are covered by the service designation and title of the position;

(b) Under the command of the organizational element shown on the official record; and

(c) At the geographic location shown on the official record.

(2) An employee should be officially reassigned to development complement status whenever he does not perform the duties of an authorized position for a period of 30 calendar days or longer.

(3) Appropriate changes in official assignment records should be timed whenever possible to coincide with the events which they represent and, in any case, effected as soon as possible after the occurrence of such events.

c. RESPONSIBILITIES

(1) HEADS OF INDEPENDENT OFFICES AND OPERATING OFFICIALS. Heads of Independent Offices and Operating Officials should anticipate the personnel requirements of their components and notify the Heads of the Career Services concerned of such requirements through appropriate channels.

(2) HEADS OF CAREER SERVICES. Heads of Career Services select personnel for assignment to operating components in response to stated requirements. If recruitment is necessary to obtain personnel to meet anticipated needs, the Head of the Career Service concerned should notify the Director of Personnel.

(3) DIRECTOR OF PERSONNEL. The Director of Personnel in meeting the recruitment requirements of the various Career Services gives first con-

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sideration to the availability of qualified individuals serving in the Agency and, second, undertakes external recruitment when appropriate. In discharging his responsibilities for internal Agency recruitment, the Director of Personnel will maintain records of the qualifications of Agency personnel and will also use, as appropriate, pertinent data available from other components, including training reports and information developed by the Assessment and Evaluation Staff, Office of Medical Services.

(4) DIRECTOR OF SECURITY. The approval of the Director of Security is required for reassignments between major Agency components, between Offices of the Directorate of Intelligence, between Divisions or Special Staffs of the Clandestine Services, between Offices of the Directorate of Science and Technology, between Offices of the Support Services, or to the foreign field.

(5) DIRECTOR OF MEDICAL SERVICES. The Director of Medical Services determines the medical fitness of employees for certain categories of assignments as prescribed [redacted] 25X1

(6) SUPERVISORS. Supervisors at all echelons are responsible for the proper utilization and continuing evaluation of personnel assigned to their respective jurisdictions. They shall advise the Career Service concerned, through appropriate channels, when there is evidence that an employee is misassigned.

d. ASSIGNMENT TO A POSITION OF HIGHER GRADE. An employee may occupy a position of a grade higher than his grade when:

(1) For training purposes the assignment is intended to afford the employee broader developmental opportunities in his career field; or

(2) The employee is the best qualified person available at that time for the position.

However, an employee shall not under normal circumstances be assigned to a position which is more than two grades above his grade. Any proposed assignment which is an exception to this policy shall be submitted for concurrence to the Deputy Director or Head of Independent Office concerned and the Head of the Career Service concerned before it is submitted with full justification to the Director of Personnel for approval.

e. PERSONAL RANK ASSIGNMENT

(1) A personal rank assignment is the assignment of an employee to a position of a grade lower than his grade. An employee will not normally be assigned to a position which is more than two grades lower than his grade. A personal rank assignment may be approved by the Director of Personnel when the Head of the employee's Career Service states that one of the following conditions exists:

(a) The employee is to be competitively promoted but must complete his current assignment in a position of lower grade than his grade after promotion;

(b) The employee is the only qualified person available for assignment to a position which must be filled immediately;

(c) The employee possesses such unusual background, contacts, or qualifications for a particular position that his assignment to that position is essential to an Agency program;

(d) The employee's service record and qualifications demonstrate satisfactory performance at his grade, and staffing plans will provide a position of that grade in the near future, but no appropriate assignment of proper grade is currently available; or

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(e) The employee is to obtain specific experience essential to the planned future use of his services.

(2) Under any of the above circumstances, a personal rank assignment may be approved for a specified maximum period of time agreed upon by the Operating Official concerned, the Head of the employee's Career Service, and the Director of Personnel. At the beginning of each calendar year, Heads of Career Services will review personal rank assignments of employees under their jurisdiction and initiate such action as may be called for, as reassignment to suitable positions at appropriate grade levels, other corrective measures, or extension in the event an assignment should be continued beyond the approved period. A report of such review and measures taken shall be furnished the Director of Personnel.

f. **REASSIGNMENT AT THE REQUEST OF AN EMPLOYEE.** The Agency endeavors to reassign any Career or Career-Provisional Employee who submits a sound and adequately justified request for reassignment to another position or to a different Career Service. An employee desiring change in assignment will address a memorandum to the Head of his Career Service stating the reasons for his request. He will forward the memorandum through supervisory channels for comment and if reassignment to a different Career Service is requested will concurrently send a copy to the Office of Personnel. The Head of the employee's Career Service will ensure that the request is reviewed, taking into account the needs of his Service and the career aspirations of the employee, and will take one of the following actions:

(1) Effect reassignment within the Career Service;
(2) Make the employee available for assignment to another Career Service; or
(3) Retain the employee in his present position, advising him of the reason therefor.

If action is not taken within 60 days on an employee's request for reassignment to a different Career Service, the Director of Personnel will review the case with the Head of the Career Service concerned and the individual to determine whether further assignment efforts should be made.

g. **REASSIGNMENT BETWEEN CAREER SERVICES.** The reassignment of an individual from one Career Service to another is made on the basis of the requirements of the Career Services involved and the career goals of the individual concerned. The Director of Personnel reassigns an individual from one Career Service to another only after consultation with the individual and the Heads of the Career Services concerned.

h. **OVERSEAS ASSIGNMENT.** [redacted] 25X1

i. **ASSIGNMENT FOLLOWING TOURS OF DUTY ABROAD.** Heads of Career Services will plan the next assignment of members of their Services who are serving abroad. This planning will be done in advance of the anticipated expiration date of an individual's current assignment and will take into consideration the expressed preferences of the individual and the requirements of the Career Service. Every effort will be made to advise the employee of plans for his next assignment before his departure from the station. As the initial step in such planning, an individual serving abroad will complete Form 202, Field Reassignment Questionnaire, so that it may be forwarded to headquarters eight months before his scheduled date of departure from the station. Upon receipt from the field, the Operating Official at whose field station the person is serving will add his recommendation, if appropriate, and will forward the original to the Head of the employee's Career Service with a copy to the Office of Personnel.

18. ~~Reserved.~~

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